

PERSONNELFlexible Benefits Plan

Eligible employees may participate in the Flexible Benefits Plan by making an annual election to have various payroll deductions paid on a pre-tax basis. To make this election, continuing employees must complete an election form and return it to the School Board payroll department no later than September 15.

New contracted employees are eligible to participate in the Flexible Benefits Plan as soon as their election forms can be processed. Completed election forms returned to the School Board payroll department by the fifteenth day of any given month will be processed for participation effective the first day of the following month.

All elections will be automatically renewed each year unless a new election is made by September 15 of the next plan year which will be effective October 1 of that year.

Approved by Division Superintendent: June 9, 1992
Amended by Division Superintendent: April 26, 1994